



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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**#T2325 MANAGEMENT TRAINEE
MONTHLY SALARY: \$3115 to \$3759**

APPLICATION FILING DATE: **FIRST DATE:** July 28, 2006

LAST DATE: Open

***PLEASE APPLY PROMPTLY.** As soon as sufficient applications are received, **the application filing period may close within five days.** Persons may apply only once during this application period.

MANAGEMENT TRAINEE IS THE ENTRY-LEVEL POSITION FOR PROFESSIONAL ADMINISTRATIVE, BUDGETARY, COMMUNITY DEVELOPMENT, CRIME ANALYSIS/RESEARCH, ECONOMICS, INFORMATION SYSTEMS MANAGEMENT, ORGANIZATION EFFECTIVENESS, PERSONNEL, PROCUREMENT, REAL ESTATE AND RECYCLING CAREER FIELDS.

REQUIREMENTS: You must meet the following requirement(s) on the date you apply, unless otherwise indicated.

EDUCATION: Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester / 180 quarter).

You may apply if you are a graduating college/university senior. If approved, you will be placed inactive on the eligible list until proof of graduation is submitted to the Personnel Department before the expiration of the eligible list.

NOTES:

- 1. Proof of education completed (e.g., degree, units, etc.) MUST be submitted at time of application.**
- 2. Relevant professional experience may be substituted for lack of education on a year-for-year basis.** For substitution purposes one year of full-time professional experience equals one year of education (30 semester or 45 quarter units.) If you use a combination of professional level experience and education, you must provide transcripts showing course work completed.
- 3. Qualifying professional experience must include at least one of the following as a primary duty:** preparing and analyzing budget requests; analyzing department expenditures and making fiscal projections; performing cost effectiveness and productivity studies or organizational interventions; conducting special administrative or personnel and analyses including research and analysis of data; development of solutions, and recommending appropriate courses of action; conducting test validation studies; preparing examination announcements and test items; conducting classification and salary studies; performing information systems management, systems problem solving, and program design on major computer systems; performing workload/staffing studies; developing econometric models to measure and forecast revenues; performing cost-benefit analyses of various programs; analyzing and presenting law enforcement data in both oral and written forms; acting as a liaison between staff and the community on community development programs; assisting in the development of community development programs; analyzing departmental needs and preparing/recommending specifications, contracts, standardization of commodities and other procurement requirements; or real property experience in appraisal/valuation, acquisition and relocation, property management, or marketing/sales.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (the original and ONE copy, including any attachments)** for this position. Please submit requested materials only.

LICENSE: A valid California Class C Driver's License may be required at the time of hire.

THE SCREENING PROCESS: will consist of the following:

1. **APPLICATION:** All properly completed applications will be evaluated for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be approved to continue in the screening process.
2. **THE WRITTEN TEST:** All qualified applicants will be invited to participate in a Written Test which may include, but is not limited to, the following factors: 1) Reading Comprehension: Ability to comprehend factual or technical information; 2) Interpretation of Numerical Data: Ability to draw inferences and interpret numerical data presented in graphs, charts, diagrams, or tables; 3) Written Communication: Ability to correctly use grammar, punctuation, and spelling and to transition smoothly between narrative passages; 4) Mathematics: Ability to perform basic mathematical operations such as addition, subtraction, multiplication, division, percentages, and fractions; 5) Interpretation of Narrative Data: Ability to draw inferences and distinguish between relevant and irrelevant issues presented in written form; and 6) Decision Making: Ability to determine the most appropriate course of action based upon available information and guidelines. **WEIGHT 100%**
Written Test Notification: Applicants will be notified by mail regarding the date, time, and location of the Written Test.

WRITTEN TEST WAIVER: To waive the written test you must meet the minimum job requirements and satisfy one of the following conditions.

1. Have held a City of San Diego journey-level **professional** position in any of the career fields listed on page 1 of this job announcement.
2. Have previously passed #T2325 Management Trainee Written Test. A copy of your Notice of Qualifications/Test Results must be attached to the application.

ELIGIBLE LIST: Candidates who are successful in all parts of the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. Category placement will be based on each candidate's final score as follows: **CATEGORY 1:** 70 and above. For each vacancy, candidates may be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

KIM/June 21, 2002/*Rev. 2 (07-31-06)/Class 1108

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER